STANDARD FORM NO. 64

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Director of Logistics

DATE: 5 May 1955

FROM:

Acting Chief. Supply Division

SUBTECT:

Weekly Activity Report

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1. GENERAL:

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a.

(reopened and continued item)

- The rewarehousing program which was initiated at the depot during the latter part of February is approximately 90% completed. This rewarehousing has made approximately ten percent more space available.
- (2) Work has begun on the tightening of the bolts in the warehouse trusses. These trusses were originally prefabricated in California prior to shipment to the depot for installation. Over a period of time shrinkage has occurred which constituted a safety hazard. It is estimated that approximately two weeks will be required to complete the job.
- Supply Training: (continued item)
 - (1) The schedule for the Supply Division portion of the Seventh Logistics Support Course has been developed and distributed to the instructors concerned. These instructors are developing the material to be disseminated together with new examination questions and answers to be used in evaluating student progress.

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(2) An orientation of Supply Division operations has been established for for 5 - 6 May 1955.

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2.	PROJECTS AND STUDIES IN PROCESS:
	a. Requirements Forecast: (continued item)
25X1 STATSPEC	All the area divisions, except WH, have been queried regarding proposed revisions of instructions for forecasting material requirements TSS and the Medical Support Staff have also been consulted regarding desirable changes. Additional conferences are planned for this week with COMMO, and WH Divisions. (Chief, Program Coordination Branch/PPC) has been consulted regarding the early establishment of schedules for submission of programs to PPC for approval. Such establishment may permit a "staggered" submission of requirements to the Office of Logistics and facilitate the return of priced requirements for more complete utilization by the forecasting echelons.
25X1A	b. (reopened and continued item)
25X1A	A further movement of approximately 2,000 pounds of equipment will be effected in the very near future. c. Supply Regulations: (continued item)
29/(11/	(1) This publication is being retyped by Supply Division personnel in accordance with format furnished by Regulations Control Staff. The finished product is to be forwarded to DD/S for authentication and subsequent publication. This publication will not go out as a numbered handbook in accordance with security requirements. It will be published as Agency
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25X1	(3) Replacement Standards for Administrative Equipment: Work on this regulation is delayed while efforts are concentrated on the Supply Handbooks.
-	d. Stock Management Program: (new and continued item)
	A recent revision has been made to the Supply Division Memo #21 concerning the determination and replenishment of net stock requirements. The program will apply to replenishment of PM stock requirements as well as current requirement. The instructions in the memo set forth for cognizant division personnel the application of data such as the strategic

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reserve stockpile, demand factors and requirements forecast to Agency assets in arriving at net stocks to be maintained to meet Agency support requirements.

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	e. Executive Furnishings Study: (new anc continued item)	
25X1A	A study is being conducted at the present time to determine the quantity of executive furnishings which will be necessary to be procured to comply with the provisions of Executive Furnishings. Factors taken into consideration are:	
	(1) Number of authorized Headquarters positions GS-15 and above.	
	(2) Quantity of each item of executive furnishings on hand,	
	(3) Quantity due in, and	
	(4) Quantity in use.	
3.	OTHER ITEMS OF INTEREST:	
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	estimates, etc. A deadline will be placed on the return of these estimates in order that the application for maintenance money and the proper allocation thereof can be made prior to the beginning of fiscal year 1956.	
25X1A	(2) Requisitions have been submitted to Procurement for cartons developed for packaging CEM major items currently being processed at an	•
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20/(10	b .	Safe Files: (continued item)	l
		(1) The current status of safe files is: 62 each on hand, 300 each due in on P.O. #55-3143, and 163 due out.	
		(2) In This office has been informed by the representative of Herring-Hall Marvin Safe Company that they are encountering certain technical difficulties in obtaining GSA approval of the safes manufactured under GSA Contract No. 03515827. Two hundred (200) safes have been manufactured and are ready for delivery, pending GSA approval, however, the exact portion of the two hundred (200) which this Agency will receive has not been determined at this time.	
	c.	Surplus Property: (continued item)	
		(1) Twenty-two (22) line items of excess or obsolete property listed on three (3) disposal documents were disposed of	25>
STATSH		(2) A completed action memorandum of instructions was prepared and	
25X1A	е.	Inventories: (continued item)	
25X1A		Supply Division Letter No. 42 on the physical inventory to be concreted at the has been prepared, approved, and districted to all interested elements. is scheduled to depart	25X1A
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ī	f.	Resume of Logistics Situation, NA: (reopened and completed item)	
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g.	Matters of Interest between AMD/DD/P and Supply Division/OL: (new and completed item)
	(1) Representatives from AMD/DD/P and Supply Division, OL, met on 27 April 1955 to discuss the following subjects:
	(a) Records.
	(b) Requirements of items of interest to AMD.
	(c) Inventories of items of interest to AMD.
	(d)
	(e) Establishment of initial or model stocks and related items.
	(2) Any subsequent questions or problems on the above matters will be worked out on personal contact with AMD/DD/P representatives and Supply Division, OL.
h.	Issue Study Report: (new and completed item)
Base and ple	The new Issue Study Report for the last three quarters of calendar r 1954 and first quarter of calendar year 1955 has been received. ed on this Issue Study a review will be made of existing stock levels, revisions made where required. It is not anticipated that any remishment action other than emergency, will be required prior to the t fiscal year.
i.	Publications: (continued item)
	(1) Supply Catalog Change Bulletin No. 2 was sent to Reproduction on Friday, 29 April. During the last two month period, 431 new items

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were added, 14 items deleted from publications, and 252 items were revised. Changes resulting from the above mentioned actions are now being made in the basic Supply Catalogs, with completion expected by the end of this week.

- (2) Covers arrived for the four Maintenance Parts Lists on hand. The covers and data were sent to Reproduction for final processing. All Maintenance Parts Lists thus far supplied by the Offide of Communications have been processed.
- (3) A new Master Nomenclature File consisting of over 30,000 tabulated cards was received from the Machine Records Division on Friday, 29 April. Prior to destroying the old file, it will be necessary to remove any of the old cards bearing hand written notations to make certain that all changes have been or will be made. A total of 38 man hours expended on the project to date has resulted in 40% completion. It is planned that the installation of the new file will be completed within the next five days.

j. Loan Typewriters: (new and completed item)

Action is being taken to requisition a supply of typewriters to be used as loan machines for those offices whose regular machine is sent to the Depot for overhaul and repairs. It requires on an average of two weeks for a machine to be dispatched to the Depot, repaired and returned to the office of origin, therefore the number of machines required for this purpose will be predicated on the number of machines that can be overhauled and repaired at the Depot in an average two week period.

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can be readily handled unless there is an inability of the sub- contractors to get the materials there before the end of the current fiscal year. The primary individual involved to get this project underway has unfortunately been involved in a shooting accident and has been out for the present week and will be for a portion of the coming week. However, contact will be made with him at his mome to get the project underway.	
4. MAJOR PROBLEMS: No ne	
5. MAJOR OBJECTIVES:	
Current status of Division's Objectives was reported to the Assistant Director of Logistics on 15 April 1955.	
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OL/SD:TJD:DWW:adeg (5 May 1955)	
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